

# Student Government Salary Survey

Please complete this survey about your Student Government's Compensation. The information you provide will be included in the Student Government Database that is part of the American Student Government Association.

- You DO NOT have to be an ASGA member to complete this survey
- ASGA members can use the "SG Database" to search for similar Student Governments based on their states, budgets, structures, number of members, political leanings, and much more.
- You can complete this form online at [www.asgaonline.com](http://www.asgaonline.com). Click on Update Your SG Data, then complete the SG Salary Survey
- You can also fax this survey to ASGA at 352-373-8120, or mail it to 412 NW 16th Avenue, Gainesville, FL 32601-4203.

Submitter's Name: \_\_\_\_\_ Submitter's E-mail: \_\_\_\_\_

Submitter's Title: \_\_\_\_\_ Dept. or Organization: \_\_\_\_\_

School Name, Campus (& Acronym): \_\_\_\_\_

ASGA Member?  Yes  No (Learn more about joining ASGA at [www.asgaonline.com](http://www.asgaonline.com).)

Should SG officers be paid?  Yes  No Why or Why Not? \_\_\_\_\_

If SG officers should be paid, what is the best form of compensation (salary, scholarship, stipend, etc.)? \_\_\_\_\_

■ President's compensation type (write in all that apply from list below): \_\_\_\_\_

President's annual\* salary range:  None  \$1-\$100  \$101-\$500  \$501-\$1000  \$1001-\$5000  \$5001-\$10000  
 \$10001-\$15000  Over \$15000 President's actual salary: \_\_\_\_\_

■ Vice President's compensation type (write in all that apply from list below): \_\_\_\_\_

VP's annual\* salary range:  None  \$1-\$100  \$101-\$500  \$501-\$1000  \$1001-\$5000  \$5001-\$10000  
 \$10001-\$15000  Over \$15000 VP's actual salary: \_\_\_\_\_

■ Secretary's compensation type (write in all that apply from list below): \_\_\_\_\_

*Is Full time Employee - Paid from SGA Budget*

Secretary's annual\* salary range:  None  \$1-\$100  \$101-\$500  \$501-\$1000  \$1001-\$5000  \$5001-\$10000  
 \$10001-\$15000  Over \$15000 Secretary's actual salary: \_\_\_\_\_

■ Treasurer's compensation type (write in all that apply from list below): \_\_\_\_\_

*We have in addition to Treasurer a Full time SGA Financial Advisor*

Treasurer's annual\* salary range:  None  \$1-\$100  \$101-\$500  \$501-\$1000  \$1001-\$5000  \$5001-\$10000  
 \$10001-\$15000  Over \$15000 Treasurer's actual salary: \_\_\_\_\_

Compensation Types: Tuition Scholarship • Tuition & Housing Scholarship/Waiver • Housing Waiver • Meal Waiver • Salary • Scholarship • Stipend • Reserved Parking • Cell Phones/Pagers • Office & Computer • Conference Registration & Travel • Awards Banquet • Clothing Allowance • Academic Credit • Shirts, Pens, Other Trinkets • Free Tickets to Sporting Events/Concerts • Free Food

(.) Annual (above) means one school-year term of office. If compensated monthly, then compute annual amount based on months officer serves. For example, if the officer is paid a stipend of \$200 a month during a 9-month school-year term, then the annual compensation would be \$1,800.

*Part by SGA Budget*



Improve Your SG: Attend One of ASGA's SG Training Conferences

[www.asgaonline.com/conferences](http://www.asgaonline.com/conferences)

*Call after July 12<sup>th</sup> + speak to Don Bennett SGA Financial Advisor 973 720 248*

STUDENT GOVERNMENT ASSOCIATION OF WILLIAM PATERSON UNIVERSITY

*Student Government Association  
Constitution*

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Updated version including Amendment I through XXIV and A through H as of March 29, 2010

### Article I

#### Name

The name of the Association shall be the Student Government Association of William Paterson University of New Jersey, hereafter referred to as the SGA.

### Article II

#### Purpose

The purpose of the SGA is to identify, understand, and promote the interest and welfare of the student body by providing a means through which members may express themselves effectively in matters that affect the students as members of the William Paterson University Community. To responsibly manage all facets of the SGA operations, which include, but are not limited to mentoring all student clubs, organizations and committees chartered through the SGA, and to provide academic, cultural, educational, social, and physical activities for the student body through the management of the student activities fee.

### Article III

#### Membership

Every student of William Paterson University who has paid the current student activities fee shall be a member of the SGA.

### Article IV

#### Executive Officers

Section A: Powers & Duties of the Executive Officers:

1. The President of the SGA shall:
  - a. Be responsible for the general administration of the affairs of the SGA.
  - b. Supervise and coordinate the dissemination of agenda material, information and written material for the Executive Board.
  - c. Appoint with the majority approval of the Legislature all standing committee chairpersons and/or representatives. Recommendations may be submitted from the previous semester's committee and ad-hoc committee chairpersons and/or representatives.
  - d. Appoint with the two-thirds [2/3] approval of the Legislature the Court of Judicial Review Chairperson.
  - e. Appoint students with the majority approval of the Legislature to University-wide committees.
  - f. Assign appropriate tasks as needed to the Legislature.
  - g. Call special meetings of the Legislature and Executive Board.
  - h. Be responsible for carrying out legislation enacted by the Legislature.
  - i. Be a non-voting member of all committees and any SGA body.
  - j. Maintain open lines of communication with faculty and administration.
  - k. Preside over Legislature meetings in the absence of the Court of Judicial Review Chairperson.
  - l. In the event of a tie cast the deciding vote in the Legislature and Executive Board.
  - m. Prepare and submit a report suggesting needed action on behalf of the SGA to the succeeding year's President at the last Legislature meeting prior to leaving office.
  - n. Act as supervisor to all SGA employees and maintain monthly meetings with SGA employees to discuss job performance, review responsibilities and matters concerning said employees.
  - o. Make recommendations to the Executive Board regarding hiring retention and termination of all SGA Employees.
  - p. Coordinate new Legislator training workshops.
  - q. Act as a signatory for the William Paterson University Auxiliary Organization and the SGA.
  - r. Evaluate and sign bi-weekly time sheets for the SGA employees.
  - s. In the event of a vacancy in the office of the Public Relations Chairperson or Elections Chairperson (as per Amendment XV), the SGA President may hold said position on a temporary basis until an appointment can be made.
  - t. Oversee the completion of the student leadership lecture series in accordance with By-law 7. *(As per section of Amendment X)*
  - u. Understand and comply with the SGA Financial System.
  - v. Maintain a minimum of 5 weekly scheduled office hours.

- w. Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-laws, Policies, and Financial Guidelines.
  - x. Oversee the actions of the SGA Vice President with regards to conduct. (*As per section of Amendments IV and IX*)
2. The Executive Vice President of the SGA shall:
- a. Assist the President in the general administration of the SGA.
  - b. Assume the powers and duties of the President of the SGA in the President's absence.
  - c. Chair scheduled Club President's meetings twice a month with a minimum of seven [7] meetings per semester.
  - d. Delegate club related tasks to the Club Representatives.
  - e. Act as the representative of the Freshman Class until Freshman Class Officers are elected, and advise Freshman Class candidates and officers.
  - f. Serve as a non-voting member of all chartered clubs and organizations.
  - g. Coordinate the SGA semester Leadership Retreats with the assistance of the class presidents.
  - h. Sanction clubs and suspend them temporarily until CJR can hold a hearing, pursuant to By-Law 6. (*As per section of Amendment VIII*)
  - i. Deactivate SGA chartered organizations as specified in the Chartering Organizations by-law.
  - j. Act as a signatory for the William Paterson University Auxiliary Organization and the SGA.
  - k. Understand and comply with the SGA Financial System.
  - l. Prepare and submit a report to the succeeding Executive Vice-President at the last legislature meeting prior to leaving office.
  - m. Maintain, with the assistance of the SGA Treasurer and Court of Judicial Review Chairperson, a monthly list of active SGA chartered organizations that are in good standing and have it available upon request.
  - n. Maintain a minimum of 5 weekly scheduled office hours.
  - o. Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-Laws, Policies, and Financial Guidelines.
3. The Vice President of the SGA shall:
- a. Assume the chair of the Club President's meetings in the absence of the Executive Vice President.
  - b. Chair the University Commons (as per Amendment XV) Advisory Board and submit a written report to the Legislature.
  - c. Keep a record of all attendance reports.
  - d. Supervise the allocation and purchase of SGA office supplies.
  - e. Maintain inventory of SGA office supplies and equipment; Prepare and submit an inventory report to the succeeding Vice President at the last Legislature meeting prior to leaving office.
  - f. Coordinate the SGA Awards Ceremony with the assistance of the class presidents.
  - g. Act as a signatory for the William Paterson University Auxiliary Organization and the SGA.
  - h. Oversee the Commuter and Part-time Student Representatives in the performance of their respective duties.
  - i. Ensure that the Legislature has the agenda, committee reports, resolutions, minutes, and Executive Board reports via the SGA mailboxes prior to the SGA office closing on the Friday immediately preceding a Legislature meeting.
  - j. Prepare and submit a report to the succeeding Vice-President at the last Legislature meeting prior to leaving office.
  - k. Maintain a minimum of 5 regularly scheduled weekly office hours, with a minimum of 1 evening office hour at least twice a week after 5:00 p.m.
  - l. Understand and comply with the SGA Financial System.
  - m. Act as a signatory for the William Paterson University Auxiliary Organization and the SGA.
  - n. Set forth a procedure for office hours and submit a report of office hours to Stipend Review Board (as per Amendment XV).
4. The Treasurer of the SGA shall:
- a. Understand and comply with the SGA Financial System.

- b. Be responsible for planning the disbursement of the student activities fee in conjunction with the Finance Committee and with the consent of the University or its representatives.
- c. Serve as custodian of all funds allocated to the SGA itself as a spending agency, and authorize all disbursements of SGA funds.
- d. Make reports twice a semester, or upon request of the Executive Board, to the Legislature concerning the financial status of all accounts.
- e. Enforce the Financial Guidelines and take the appropriate and corrective action, including but not limited to, freezing of funds and suspension of monetary privileges, if the Financial Guidelines are not adhered to. Any action taken should be reported to the Legislature at the next regularly scheduled meeting, as well as in the semi-semester report.
- f. Be responsible for conducting workshops in usage of the SGA financial system for the remaining three Executive Officers, Finance Committee members and Standing Committee Chairpersons.
- g. Chair the Finance Committee.
- h. Maintain a minimum of 5 weekly scheduled office hours.
- i. Submit a budget for the next fiscal year to the Executive Board, Legislature, and the succeeding Treasurer at the last Legislature meeting prior to leaving office.
- j. Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-laws, Policies, and Financial Guidelines.

Section B: Qualifications for Executive Officers of the SGA:

At the time of elections and throughout the length of their term Executive Officers must:

1. Have been enrolled in and completed two semesters at WPUNJ.
2. Remain members of the SGA.
3. Have a cumulative GPA no lower than 2.75.
4. Have completed two semesters or be in the process of completing the second semester of membership on the SGA Legislature.
5. Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-laws, Policies and Financial Guidelines.

Section C: Assumption and Term of Office:

1. Newly elected Executive Officers shall assume their offices on June 1 and their term will end on May 31.
2. Executive Officers may not hold executive office in any other SGA organization.

Section D: Vacancies:

1. In the event of a vacancy in the office of the President or the Executive Vice President, the following order of succession will occur: Executive Vice President replaces President; Vice President will replace the Executive Vice President.
2. A vacancy in the office of the Vice President and/or Treasurer shall be filled temporarily by a two-thirds [2/3] vote of the Legislature present upon recommendation of the President until a special election can be held.
3. Any SGA Executive Officer who wishes to resign their position should do so at a regularly scheduled Legislature meeting two weeks prior to the resignation taking effect.

Article V  
Executive Board

Section A: Membership

1. Voting members of the Executive Board shall be the SGA Executive Vice President, Treasurer and Vice President, as well as the Senior, Junior, Sophomore, and Freshman Class Presidents.
2. The non-voting members of the Executive Board shall be the Court of Judicial Review Chairperson, the Public Relations Chairperson, and the Elections Chairperson (*As per section of Amendment III, XVI*)
3. The SGA President will vote only in the event of a tie, with his/her vote being the tie breaker.

Section B: Powers & Duties:

The Executive Board shall:

- a. Facilitate the transaction of business at the Legislature meetings by providing all data necessary to complete discussion of all business under consideration.
- b. Coordinate and supervise the activities of all standing or ad-hoc committees.
- c. Establish the agenda for each legislature meeting.
- d. Make decisions regarding hiring retention and termination of all SGA Employees.
- e. Must submit a semi-annual report at the end of each semester.
- f. Adopt policy pursuant to Legislature approval.

Article VI  
Class Officers

Section A: Powers & Duties

1. The Presidents of each class shall:  
(*As per section of Amendment XVII*)
  - a. Be responsible for the general administration of the affairs of their respective class.
  - b. Preside over all meetings of their respective class.
  - c. Call to order a minimum of four [4] meetings of their respective class per semester.
  - d. Serve on the SGA Executive Board.
  - e. Have the power to delegate responsibility to their respective class officers.
  - f. Serve on the Legislature.
  - g. Assist the SGA Executive Vice President with the SGA semester Leadership Retreats.
  - h. Assist the SGA Vice President with the SGA Awards ceremony.
  - i. Maintain a minimum of two [2] weekly scheduled office hours.
  - j. Chair their respective class committee(s).
  - k. Submit a monthly report that includes meeting minutes to the SGA President at the due date set forth by the SGA President. (*As pre Amendment XVI*).
2. The Vice Presidents of each class shall:
  - a. Assume the duties of the President of their respective class in the President's absence.
  - b. Assist the President in the general administration of the affairs of their respective class.
  - c. Attend all class meetings.
  - d. Serve on the Court of Judicial Review.
  - e. Serve on the Legislature.
  - f. Maintain a minimum of one [1] weekly office hour.
  - g. Serve on their respective class committee(s).
3. The Secretary of each class shall:
  - a. Assume the duties of the Vice President in the Vice President's absence.
  - b. Record the minutes of all class meetings and those of their respective class committee(s).
  - c. Submit a copy of all minutes to the SGA Executive Vice President.
  - d. Distribute the agenda items and any necessary materials for all meetings.
  - e. Be responsible for all correspondence of their respective class.
  - f. Serve on the Legislature.
  - g. Serve on the Public Relations Committee.
  - h. Maintain a minimum of one [1] weekly office hour.
  - i. Serve on their respective class committee(s).
4. The Treasurer of each class shall:
  - a. Be responsible for the maintenance of their respective class' financial records.
  - b. Must submit an official report on the financial status of their respective class to the SGA Treasurer and Legislature at the end of each semester.
  - c. Serve on the SGA Finance Committee.
  - d. Serve on the Legislature.
  - e. Attend all class meetings.
  - f. Maintain a minimum of one [1] weekly office hour.
  - g. Serve on their respective class committee(s).

Section B: Qualifications for Class Officers of the SGA:

At the time of elections and throughout the length of their term Class Officers must:

1. Remain members of the SGA.
2. Have a cumulative GPA no lower than 2.50.
3. Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-laws, Policies and Financial Guidelines.

Section C: Assumption of Office

1. Newly elected Class Officers shall assume their office on June 1.
2. Freshman Class Officers shall assume their offices four (4) days after the close of the polls.

Section D: Term of Office

1. The term of office for the Class Officers shall be June 1 through May 31.
2. The term of office for Freshman Class Officers shall be from the date they assume office through May 31.

Section E: Vacancies (*As per section of Amendment I*)

1. In the event of a vacancy in the office of a class President, the class Vice President will replace him/her.
2. In the event of a vacancy in the office of a class Vice President, the class Secretary will first be given the option of replacing him/her. If the class Secretary is unable or unwilling to do so, the class President may make recommendations to the SGA President regarding appointment with the two-thirds [2/3] approval of the Legislature to fill the position of class Vice President.
3. In the event of a vacancy in the office of a class Secretary, the class President may make recommendations to the SGA President regarding appointment with the two-thirds [2/3] approval of the Legislature to fill the position of class Secretary.
4. In the event of a vacancy in the office of a class Treasurer, the class President may make recommendations to the SGA President regarding appointment with the two-thirds [2/3] approval of the Legislature to fill the position of class Treasurer.
5. In the event of a preponderance of open or unfilled positions, a special election can be called for in accordance with the rules set forth in the SGA Elections Guidelines.
6. In the event of a vacancy of the four class officers or when a current officer is unable to ascend and an election is unsuccessful or unwarranted; a Class President may be appointed by the SGA President with a 2/3 majority vote of the Legislature. The candidate must obtain 75 unduplicated signatures from their respective class prior to appointment. (as per Amendment XIV)

Article VII  
Legislature

Section A: Membership

1. Any member of the SGA may run for a Legislature position.
2. Voting membership in the Legislature.
  - a. SGA Executive Vice President, Vice President, Treasurer
  - b. President, Vice President, Treasurer, and Secretary of each class.
  - c. One Representative from each club "Annually Budgeted" and "Independently Budgeted" organization, to be elected by the individual organization (*As per Article of Amendment XXII*)
  - d. Club Presidents' Committee Representative(s) (*As per article of Amendment XII*) (as appropriate—see By-Law 2, Section 5)
  - e. Ten College Representatives:
    - i. Two Arts & Communication
    - ii. Two Business
    - iii. Two Education
    - iv. Two Humanities & Social Sciences
    - v. Two Science & Health
  - f. Two Resident Life Student Representatives

- g. Two Commuter Student Representatives
  - h. Two Part-Time Student Representatives
  - i. Any student may become a representative on the Legislature by submitting a request to the Court of Judicial Review. After receiving approval from the Court of Judicial Review, a petition containing 100 unduplicated names, signatures and student I.D. (as per Amendment XVIII) numbers from the student body must be submitted for verification to the office of Campus Activities and Student Leadership. Approval will be based on the petitioner's intent. After verification, the petitioner must gain appointment from the Executive Board by a two-thirds [2/3] vote of members present and approval of the Legislature by a two-thirds [2/3] vote of members present. All petition representatives must meet the academic standards necessary for a legislative member as specified by the election guidelines.
3. Non-Voting members:
    - a. Court of Judicial Review Chairperson
    - b. Elections Chairperson (*As per section of Amendment VIII*)
    - c. Public Relations Chairperson (*As per section of Amendment VIII*)
    - d. Board of Trustee Student Representatives
  4. The SGA President will vote only in the event of a tie, with his/her vote being the tie breaker. (*As per section of Amendment VIII*)
  5. The term of office for all Legislators shall run for one year, June 1<sup>st</sup> to May 31<sup>st</sup>. Petition representatives shall remain voting members throughout the academic year in which their petition is approved.
  6. No one person shall run for or hold more than one position on the Legislature.
  7. No one person shall run for or hold more than one of the following positions:
    - a. Member of the SGA Executive Board
    - b. President of an "Annually Budgeted" or "Independently Budgeted" organization (*As per section of Amendment XII*)

#### Section B: Powers & Duties

1. The powers and duties of the Legislature shall be:
  - a. To provide centralized administration of student affairs in such matters as:
    - i. Approving the charters of student organizations.
    - ii. Approving the annual budget derived from the Student Activities Fee.
    - iii. Overseeing and holding accountable all chartered organizations.
  - b. To function with the administration and faculty in the execution of programs beneficial to the students, such as but not limited to: Athletics, Cultural Affairs, Student Services, Social Affairs, Fall and Spring Leadership Retreats, Public Relations and other campus governing bodies.
  - c. To work with the administration and faculty, anticipate and assess long-range goals of the students in relation to their needs.
  - d. To formulate policy in the best interests of the students.
2. The powers and duties of the Legislator shall be:
  - a. To serve on at least one SGA committee.
  - b. To maintain at least one [1] weekly office hour.
  - c. To maintain a cumulative GPA of no lower than 2.50 throughout their term.
  - d. Understand and comply with the SGA Financial System.
  - e. Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-laws, Policies and Financial Guidelines.
  - f. Attend a New Legislator Training Workshop with the SGA President within two weeks of taking office (*As per Amendment G*)
  - g. Attend a Financial Workshop with the SGA treasurer or the Financial Manager within two weeks of taking office (*As per Amendment G*)

#### Section C: Description of Representatives

1. The College Representatives shall:
  - a. Work towards maintaining open lines of communication with said college and the students within that college.



- b. Call meetings among constituents at least once per month.
  - c. Follow up on the concerns of constituents.
  - d. Report to the Legislature every other meeting.
  - e. Meet with the Deans and or Associate Deans of their respective schools at least once per month.
2. The Club Representatives shall
  - a. Report to the Executive Vice President
  - b. Inform Club Presidents of current Legislative matters through memoranda and the SGA Club Presidents' meetings.
3. The Resident Student Representatives shall:
  - a. Represent the interests of the resident students to the Legislature.
  - b. Serve as co- chairs of the Residence Life Committee.
  - c. Work towards maintaining open lines of communication with the Residence Hall Association
  - d. Serve on the Residence Hall Association Executive Board. (as per Amendment XVIII)
4. The Commuter Student Representatives shall:
  - a. Represent the interests of the commuter students to the Legislature.
  - b. Survey commuter students' needs in the capacity of a liaison.
  - c. Supervise and coordinate services for the commuter students, specifically SGA services.
  - d. Report to the SGA Vice President.
5. The Part-time Student Representatives shall:
  - a. Represent the interests of the part-time students to the Legislature.
  - b. Survey Part-time students' needs in the capacity of a liaison.
  - c. Supervise and coordinate services for the part-time students, specifically SGA services.
  - d. Report to the SGA Vice President.
6. The Petition Representatives shall:
  - a. Attend all Legislative meetings and have equal voting power on all matters.
  - b. Have equal responsibilities as a member of the as a Legislature.
7. All legislators holding an electable position must be a member of that position's constituency throughout their term of office. A change in status conflicting with the legislator's constituency will result in removal from the office two weeks after the conflicting change takes place. (*As per Amendment H*)

#### Section D: Meetings

1. The Legislature shall meet at least twice a month during the semester for a minimum of eight [8] meetings per semester. In the event that a semester begins or ends in the middle of a month, one meeting can be held in those months, so long as there are still eight [8] meetings of the Legislature that semester.
2. Any student can call a meeting of the Legislature by petitioning one-third [1/3] of the Legislature including their names and signatures.
3. The Executive Board, by majority vote at any time, may mandate a meeting of the Legislature.
4. No Legislature meeting may exceed three hours unless there is a two-thirds [2/3] vote of the members present. If the meeting is to be extended, there shall be a short recess, at which time Legislators who must leave will notify the SGA Vice President.

#### Section E: Attendance

1. Every member of the Legislature and committees must attend their respective meetings.

#### Section F: Vacancies in the Legislature

In the event of a vacancy in any position other than the Executive Officers and Class Officers, the vacancy may be filled by an appointment by the SGA President with the approval of two-thirds [2/3] of the members present at a Legislature meeting. In the event of a preponderance of open or unfilled positions, a special election can be called for according to the rules set forth in the Elections Guidelines.

#### Section G: Office Hours

(*As per section of Amendment XVI*)

1. Office hours shall be defined as time outside of scheduled meetings that a legislator is using for work associated with the SGA.
2. Every member of the Legislature must complete their required weekly office hours during the regular hours of operation.
3. Every member of the Legislature must adhere to the approved procedure set forth by the SGA Vice President at the first Legislature meeting of each semester.
4. Upon the approval of the SGA Vice President, certain activities announced at Legislature meetings prior to such events shall be counted towards the member's office hours. Such activities include, but are not limited to: the SGA holiday party, Club Fair and promotional events.

#### Section H: Advisor

1. The Executive Board of the SGA shall choose at least one Advisor yearly, by the first meeting of their new term. Its choice shall be ratified by a two-thirds [2/3] vote of the membership of the Legislature at the first meeting following the Executive Board's appointment.
2. The Advisor shall be a member of the full-time faculty or a full-time professional employee of William Paterson University. In the event the Advisor does not meet his/her responsibilities to the needs of the Student Government Association adequately, the following procedure must be followed:
  - a. Charges shall be submitted in writing to the Chairperson of the Court of Judicial Review and reviewed by the Court of Judicial Review. A recommendation shall then be forwarded to the Executive Board.
  - b. The Executive Board shall review the original charges and the recommendation of the Court of Judicial Review. The recommendations shall be forwarded to the Legislature.
  - c. The Legislature shall review the recommendations of both the Executive Board and Court of Judicial Review. The Legislature shall then vote upon the original charges. A two-thirds [2/3] vote of the members present at two [2] consecutive meetings is required for removal.
  - d. The Advisor must attend Legislature and Executive Board Meetings and major SGA events.

### Article VIII Court of Judicial Review

#### Section A: Membership

1. The voting membership of the Court of Judicial Review, hereafter referred to as CJR, shall consist of a minimum of 8 judges and up to 16 judges. There are two separate classes of members that compose the CJR: Regular Judges and Class Vice-President Judges. Regular Judges shall consist of no more than three judges per each academic class, and who are not members of the SGA Legislature. Class Vice-President Judges shall serve on CJR during their term in office, and their duties and membership, shall cease at the conclusion of their term. (*As per Article of Amendment VI*)
  - a. If a Class Vice-President would like to become a Regular Judge following their departure from office, they must be appointed through the Legislature. (*As per Article of Amendment VI*)
2. One Chairperson must be appointed by the President, and approved with a two-thirds [2/3] vote of the Legislature. Recommendation may be given by the CJR of the previous term.
3. The CJR Chairperson must have served on CJR for one full semester and be in the process of completing the second semester on CJR. If no qualified candidate accepts the position or there are no qualified candidates, then the Pro-Tempore Chair may, after three consecutive months in serving in that capacity, be considered qualified as a candidate for full appointment. (*As per Article of Amendment VI*).
  - a. In the absence of the Chairperson and the CJR Secretary the voting members will, by majority vote, elect a Pro-tempore to temporarily assume the Chairperson's duties except for chairing the Legislature. (*As per Article of Amendment VI*).

#### Section B: Powers & Duties

1. The Chairperson of the Court of Judicial Review shall:
  - a. Vote only in the event of a tie.
  - b. Not hold executive office in any other SGA organization.

- c. Appoint Regular Judges, each with two-thirds [2/3] approval vote of the Legislature.
  - d. Appoint a Secretary from the CJR membership upon approval by a two-thirds [2/3] vote of the CJR.
  - e. Appoint an Advocate-General from the CJR membership upon approval by a two-thirds [2/3] vote of the CJR as needed to act as an advocate for defending parties in all hearings and appeals to the CJR.
  - f. Serve as the chairperson of the Legislature as an ex-officio member.
  - g. Act in accordance with the current *Robert's Rules of Order*, the SGA Constitution, By-laws, Policies and Financial Guidelines.
  - h. Submit and file a semester report at the last SGA Executive Board and Legislature meetings of the Fall and Spring semesters.
  - i. Choose at least one advisor yearly, by the first meeting of his/her new term. The Advisor shall be a member of the full-time faculty or a full-time professional employee of William Paterson University. In the event the Advisor does not meet his/her responsibilities to the needs of the CJR adequately, he/she can be removed by the Chair of the CJR with the two-thirds [2/3] approval vote of the CJR.
  - j. Make preliminary rulings on constitutional and other preliminary issues until the questions can be decided by CJR.
  - k. Act as Parliamentarian at SGA Legislature meetings.
  - l. Have the right to suspend any club that fails to appear before the CJR at the time arranged by that club's officer and the CJR Chair for constitutional reevaluation.
  - m. Maintain a minimum of five [5] weekly scheduled office hours. (*As Per Article of Amendment II*)
  - n. Have a cumulative GPA of no lower than 2.75. (*As Per Article of Amendment II*)
  - o. Formulate annually a concise list of those aspects of *Robert's Rules of Order* pertinent for SGA Meetings and disseminate it to the Legislature. (*As per Article of Amendment II*)
  - p. Keep track of all passed amendments during the semester, and bring the SGA Constitution to the last two Legislature meetings of said semester for ratification. (*As per Amendment F*)
2. The Secretary shall:
    - a. Submit to the SGA Vice President within 48 hours of any meeting an attendance roster indicating those individuals who attended, as well as those who were absent, late, or left early without casting a proxy vote.
    - b. Write decisions and interpretations approved by the CJR.
    - c. Act as chairperson of the CJR in the absence of the Chairperson fulfilling his/her powers and duties except for chairing Legislature meetings.
    - d. Maintain a file of official CJR interpretations and rulings with the CJR Chairperson and the SGA Office Manager.
3. Regular CJR Judges shall:
    - a. Report to the CJR Chairperson.
    - b. Have at the time of appointment and maintain a cumulative GPA of no lower than 2.50.
    - c. Act in accordance with the current *Roberts' Rules of Order*, the SGA Constitution, By-laws, Policies and Financial Guidelines.
4. The Court of Judicial Review shall:
    - a. Approve with a two-thirds [2/3] vote the appointment of the CJR Advisor.
    - b. Provide to the Executive Board an official, written majority interpretation of phrases from the Constitution and By-Laws of the SGA in case of any questions referred to the CJR concerning meanings. If a voting member or the chairperson of the Executive Board objects to the interpretation, a vote must be taken. If Executive Board objects to the interpretation with a two-thirds [2/3] vote, it will be forwarded to the Legislature. If a two-thirds [2/3] vote of the Executive Board is not obtained, the interpretation will be ratified as final and binding. If forwarded to the Legislature, a two-thirds [2/3] vote will be required to sustain the Executive Board's objection, and in such, the interpretation will be deemed null and void. If the Legislature does not enforce the Executive Board's objection with a two-thirds [2/3] vote, the interpretation will be ratified as final and binding. If the objection is sustained, the matter under interpretation will be returned to the CJR for reconsideration and the CJR cannot re-issue the same interpretation.

- c. Assist the SGA chartered organizations with the preparation and approval of their constitutions.
- d. Review the constitutions of all SGA chartered organizations every two years, or at the time of re-activation.
- e. Approve all amendments to the constitutions of all SGA chartered organizations.
- f. Serve as the judicial body in matters concerning conflicts within the SGA.
- g. Serve as the final body of appeals in matters of conflict within SGA chartered organizations.

Section C: Inactive Status (*As per section of Amendment XI*)

Should CJR fail to consist of the minimum of eight judges necessary on its roster to meet, all matters that would be heard by CJR shall be referred to the Executive Board, until such time that the CJR is minimally constituted.

Article IX

SGA Stipend

(*As per section of Amendment XI*)

Section A: Stipend Amounts

1. Executive Stipend—Executive Officers of the SGA (full-time tuition for either the fall and/or spring semester, not including any fees)
2. “Annually Budgeted” Club Presidents Stipend (full-time tuition for either the fall and/or spring semester, not including any fees)
3. Judicial Stipend – Chairperson of the Court of Judicial review (9 credit tuition for either fall and/or spring semester)
4. Legislative Stipend—Members of the Legislature \$250 for either the fall and/or spring semester )

Section B: Eligibility

1. Any SGA officer, who was in office prior to the close of the fourth legislative meeting of the semester, is eligible to receive a full SGA Stipend, pursuant to §IX:A, based upon the following requirements:
  - a. He/she abides by all the Constitutional duties proscribed for their respective office.
  - b. Active participation at the SGA Retreat for that semester, or the alternative program as agreed upon by the Executive Board of the SGA (when applicable).
  - c. He/she executes and submits to the SGA Secretary prior to the deadline, a Stipend Application reviewing his/her term in office.
2. The Presidents of “Annually Budgeted” organization will be eligible to receive their stipend, assuming that they fulfill their respective duties as mandated by their club constitutions.
3. No individual is eligible to receive more than one stipend per semester.

Section C: Stipend Review Board

1. The power to award SGA Stipends shall be vested in the members of the Stipend Review Board, as prescribed in By-Law 3.
2. All negative decisions of the Stipend Review Board may be appealed, providing that new evidence, previously unavailable to the Stipend Review Board at the time of deliberation, becomes available.

Article X

Impeachment and Removal

(*As per section of Amendment IX*)

Section A: Dismissal of Members from Ad-Hoc Committees or Sub-Committees who are not current Legislators

1. Members of Ad-Hoc Committees serve at the pleasure of the SGA President and can be removed at his/her discretion.
2. Members of Ad-Hoc Sub-Committees serve at the pleasure of their respective committee chairperson and can be removed at his/her discretion.
3. There can be no appeals in this matter.

Section B: Removal of Standing Committee Members who are not Legislators

1. All standing committee members who are not Legislators can be removed in one of four ways:
  - a. The Chairperson of a standing committee may call for a motion to remove a standing committee member, requiring the approval of a two-thirds [2/3] vote of members present.
  - b. A member of a standing committee may make a motion to remove a standing committee member, requiring the approval of a two-thirds [2/3] vote of members present.

- c. A Legislator may move to remove a standing committee member, requiring the approval of a two-thirds [2/3] vote of the Legislature.
  - d. The Conduct By-Law.
2. Said member may request an appeal of the removal decisions. This must be done within five business days from the date of action by written request to the Chairperson of the CJR.
  - a. The CJR may overturn the decision to remove if it deems it unjust or unconstitutional.
  - b. A simple majority of the CJR is necessary to overturn the decisions to remove.
  - c. If the CJR does not overturn the decision to remove there will be no further appeal.
  - d. During the appeal process the said member may not serve on said committee.

Section C: Removal of an Individual Pursuant to the Conduct By-Law

1. If a member of the SGA is in violation of the Conduct By-Law, then he/she shall be removed from said body by the Chair of the respective body.
2. Removals against an individual due to absence, lateness, early departure, or unfulfilled office hour requirements may not affect one's eligibility to serve on any other SGA body. After the appeal of removal, if applicable, has been exhausted, then said person shall be impeached from their position due to their failure to fulfill their Constitutional duties.
3. In the event that a member is removed for conduct unbecoming, they shall be removed from all bodies of the SGA.
4. Appeal of Removal
  - a. In the event that an SGA member is removed due to excessive absence, lateness, early departure, or unfulfilled office hours they must be voted upon, by two-thirds [2/3] vote of said body they were removed from to re-assume their position, if the vacancy created by their removal is still open.
    - i. An individual can only reassume their position once per academic year, and in the event that they are removed a second time he or she can not be reappointed again until the following academic year. This does not affect one's eligibility to run in an SGA election.
  - b. Any appeal of removal stemming from conduct unbecoming shall be considered the same as an impeachment proceeding at the Legislature, and the CJR (or Executive Board in the case of CJR) shall hold a hearing to determine if the Legislator should be removed from their office. The Chairperson of CJR will report CJR's recommendation to remove, whereby a two-thirds [2/3] vote of the Legislature shall be necessary to remove the Legislator from his/her position in an appeal.

Section D: Impeachment and Removal of a Legislator

1. If a Legislator is not appropriately performing the required duties as specified in the Constitution and its by-laws, but is not in violation of § 1 thru 4 of By-Law 9, he/she may be subject to impeachment and removal. A motion for impeachment can be made by:
  - a. A Legislator, or
  - b. Any student who has acquired a Legislator's approval to make such a motion through verbally yielding the floor.
2. If the impeachment motion passes by a majority vote of the Legislature, then the CJR shall summon to a hearing both the impeached legislator and legislator or the student who made the motion to impeach. The CJR will review all of the evidence for removal of the impeached legislator. If the CJR recommends removal, the findings shall be reported to the Legislature. If the CJR recommends retention, the matter shall be dismissed at this stage of the removal process.
3. The Chairperson of CJR will report CJR's recommendation to remove, whereby a two-thirds [2/3] vote of the Legislature shall be necessary to remove the impeached legislator from his/her position.
4. An impeached legislator who is in the process of removal will remain in office until a decision to remove has been adopted by the Legislature.

Section E: Impeachment and Removal of Regular CJR Judges

1. If a CJR Judge is not appropriately performing the required duties as specified in the Constitution and its by-laws he/she may be subject to impeachment and removal. A motion for impeachment can be made by a Legislator or any CJR Judge who has acquired a Legislator's approval to make such a motion through verbally yielding the floor.
  2. If the motion to impeach passes by a majority vote of the Legislature, then the CJR will have until the next Legislature meeting to prepare for his/her defense.
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3. At the next Legislature meeting a motion to recommend removal to the Executive Board needs to pass by a two-thirds [2/3] vote of the Legislature.
4. The CJR Judge will have an opportunity to defend him/herself during discussion.
5. If the motion still passes, the Executive Board will need to adopt the recommendation from the Legislature by two-thirds [2/3] vote in order to remove the CJR Judge.
6. There is no appeal process is a CJR Judge is removed.

#### Section F: Consequences of Removal

A student who is removed from a body, and not granted an appeal, shall not be eligible to run for, or be appointed to, their prior position for a period of 12 months.

### Article XI

#### Amending the Constitution, By-Laws, and Financial Guidelines

##### Section A: Proposing Amendments to the Constitution

Amendments to the Constitution may be proposed in either of the following ways:

- a. In a proposal from any Executive Board Member, any CJR Judge, or any three Legislators acting in concert to the CJR for two-thirds [2/3] approval. It is then forwarded to the Executive Board for two-thirds [2/3] approval, and agreed upon by a two-thirds [2/3] approval vote of the Legislature members present at two consecutive meetings.
- b. In a proposal originating in a student petition, signed by ten percent of the current SGA membership, and filed with the SGA CJR Chairperson. Forwarded to the CJR for two-thirds [2/3] approval. It is then forwarded to the Executive Board for two-thirds [2/3] approval, and agreed upon by a two-thirds [2/3] approval vote of the Legislature members present at two consecutive meetings.
- c. During summer legislature meetings no amendments may be passed.
- d. Upon ratification of an amendment to the constitution, copies of the amendment will be affixed to the end of the three official copies of the constitution.

##### Section B: Proposing Amendments to the By-Laws

Amendments to the By-Laws may be proposed in the following way:

In a proposal from any member of the SGA to the CJR for a two-thirds [2/3] approval. It is then forwarded to and agreed upon by a two-thirds approval vote of the Legislature members present at two consecutive meetings. During summer legislature meetings no amendments may be passed.

##### Section C: Proposing Amendments to the Financial Guidelines

Amendments to the Financial Guidelines may be proposed in the following way:

In a proposal from any member of the SGA to the Finance Committee for a two-thirds [2/3] approval. It is then forwarded to the Executive Board for two-thirds [2/3] approval, and agreed upon by a two-thirds [2/3] approval vote of the Legislature members present at two consecutive meetings.

After approval the Financial Guidelines will be forwarded to the CJR to ensure that they are not in conflict with the SGA Constitution or by-laws. During summer legislature meetings no amendments may be passed.

##### Section D: Publicizing Proposed Amendments

The CJR Chairperson or SGA Treasurer shall make copies of the proposed amendments available to the Legislature before ratification. The Public Relations Chair shall publicly post any proposed amendments at least two weeks prior to the final vote for ratification.

### Article XII

#### Constitutional Supremacy

This document is the supreme law of the SGA. Any portions of the SGA by-laws, Financial Guidelines, Elections Guidelines or other SGA documents which are in conflict with this document are superseded. Any SGA chartered organization's constitutions that are in conflict with this document are null and void. Any acts of the Legislature that are in conflict with this document are invalid.

### Article XIII

#### Governing Rules

The current edition of *Robert's Rules of Order* will govern meetings of the SGA whenever it is not in conflict with this Constitution and its supporting documents.

Article XIV  
Care of this Constitution

1. Upon ratification there shall exist three official copies of this constitution.
  - a. One shall be in the care of the SGA President.
  - b. One shall be in the care of the SGA CJR Chairperson.
  - c. One shall be in the care of the SGA Advisor.
  - d. Upon leaving office the official copies of the constitution will be handed over to the successors of the aforementioned.
2. The official copies of the constitution shall be the only copies affixed with the original signatures of the ratifying officers of the SGA.
3. Amendments of the constitution will be affixed to the end of the official copies of the constitution. Amendments will supersede original text; however, they will not replace original text.
4. There will not be any modification to the official copies of the constitution, except to affix amendments.
5. Unofficial duplicates of the constitution will exist and be kept in the SGA office for reference.

By-Law 1  
Standing Committees of the SGA

List of SGA Standing Committees: (*As per section of Article IX*)

Finance  
Elections  
Public Relations  
Residence Life  
Academic Affairs  
Food  
Public Safety  
Commuter Life  
Community Outreach Committee

All chairpersons and/or representatives will submit a report to the President once a month.

Section 1

Finance Committee

(*As per section of Amendment IX*)

Section A: Membership

Membership of the Finance Committee shall consist of thirteen members formed each year [June 1]. The Chairperson shall be the SGA Treasurer. The Chairperson shall vote only in the event of a tie. He/she shall appoint a Secretary from the membership of the Finance Committee upon approval by a two-thirds [2/3] majority vote of the committee at the first meeting of the semester. The voting members of the committee shall be each Class Treasurer and four other members of the SGA, no more than three per class, appointed by the SGA Treasurer, with majority approval of the Executive Board and the Legislature. There shall not be members of the SGA Executive Board as voting members of the Finance Committee. No two Finance Committee members shall be executive officers of the same spending agency, with the exception of the Class Treasurers. The SGA Financial Advisor shall serve as a non-voting ex-officio member of the committee.

Section B: Powers & Duties of the Finance Committee

1. The Finance Committee Secretary shall:
  - a. Record and maintain the minutes of meetings and records of membership.
  - b. Submit to the SGA Vice President within 48 hours of any meeting an attendance roster indicating those individuals who attended, as well as those who were absent, late or left early without casting a proxy vote.

- c. Act as Pro-Tempore Chairperson of the body in the absence of the Chairperson, fulfilling his/her powers and duties
2. Take action on all financial matters or make recommendations to the Executive Board if the situation warrants further clarification
3. Procure from the University Vice President for Finance and Administration before April 1 of each year, a statement of estimated total amount of student activity fees for the ensuing year, in order to create a working budget.
4. Throughout the University year, make recommendations to the Executive Board concerning requests for unanticipated expenditures outside budget items.
5. Assume the responsibilities in budget preparation as provided for in the Financial Guidelines.
6. Submit or present a report at all Legislature meetings about issues pertinent to or requested by the Legislature.
7. All corrective actions that result in disciplinary recommendations may be appealed to the Finance committee and the Court of Judicial Review shall approve any subsequent recommendations.

## Section 2

### Election Committee

*(As per section of Amendment IX)*

#### Section A: Membership

1. The membership of the Elections Committee must consist of a Chairperson appointed by the SGA President with two-thirds [2/3] approval of the Legislature and at least three students appointed by the Chairperson with a two-thirds [2/3] approval of the Legislature.
2. No candidate for an SGA position shall work the election table or count ballots.
3. No committee member, chair or otherwise shall:
  - a. Be a candidate.
  - b. Be a campaign manager.
  - c. Partake in any activity that shall compromise the integrity of the election.

#### Section B: Powers & Duties of the Elections Committee

1. The Elections Chairperson shall:
  - a. Appoint the members of the elections committee with a two-thirds [2/3] vote of the Legislature.
  - b. Conduct election workshops for candidates.
  - c. Conduct training workshops for the elections committee.
  - d. Maintain at least one [1] weekly scheduled office hour in the SGA office.
  - e. The Chairperson of the Elections Committee shall appoint a Secretary from the committee membership upon approval by a two-thirds [2/3] vote of the committee at the first meeting of the semester.
2. The Elections Secretary shall:
  - a. Record and maintain the minutes of meetings and records of membership.
  - b. Submit to the SGA Vice President within 48 hours of any meeting an attendance roster indicating those individuals who attended, as well as those who were absent, late, or left early without casting proxy vote.
  - c. Act a Pro-Tempore Chairperson of the body in the absence of the Chairperson, fulfilling his/her powers and duties.
3. The Elections Committee shall:
  - a. Ensure the conducting of general elections for executive officers, class officers, and legislative representatives according to the Elections Guidelines.
  - b. During election process, submit or present a report at all Legislative meetings regarding election issues or progress pertinent to or requested by the Association.
  - c. Throughout the year, fill vacancies in the Legislature through special elections when called for.
  - d. Investigate all charges of misconduct throughout the election process along with CJR.
  - e. Maintain at least one office hour per person in the SGA office during the election process.
  - f. Conduct election workshops for candidates.
  - g. Enforce the Elections Guidelines.



### Section 3

#### Public Relations Committee

*(As per section of Amendment LX)*

##### Section A: Membership

Membership of the Public Relations Committee shall consist of the SGA Vice President, the class secretaries, at least two students, and a chairperson appointed by the SGA President with the majority approval of the Legislature.

##### Section B: Powers & Duties of the Public Relation Committee

1. The Public Relations Chairperson shall:
  - a. Maintain at least two [2] office hour per week in the SGA office.
  - b. Shall set up appointments for pictures for composite photo, and follow up until the composite photo is received.
  - c. Shall create and disseminate a newsletter to the Student Body at least twice a semester or more when necessary.
  - d. Shall keep the University community updated on the work and projects of the SGA through available channels and mediums such as, but not limited to, student giveaways, door prizes, raffles and advertisements.
  - e. Shall appoint a Secretary from the committee membership upon approval by a two-thirds [2/3] vote of the committee at the first meeting of the semester.
  - f. Maintain communication with and submit weekly updates to the Computer Specialist in order to keep website updated. (As per Amendment C)
2. The Public Relations Secretary shall:
  - a. Record and maintain the minutes of meetings and records of membership.
  - b. Submit to the SGA Vice President within 48 hours of any meeting attendance roster indicating those individuals who attended, as well as those who were absent, late, or left early without casting a proxy vote.
  - c. Act as Pro-Tempore Chairperson of the body in the absence of the Chairperson, fulfilling his/her powers and duties.
3. The Public Relations Committee shall:
  - a. In matters of public relations within the University, work with the administration toward the maintenance and extension of communications and publicity on the campus.
  - b. In matters of public relations outside the University, serve as a student focus for relaying information to the public press in cooperation with the University Public Relations Office.
  - c. Service the public relation needs of the SGA itself with both internally and externally.
  - d. Submit or present a report at all Legislature meetings about issues or progress pertinent to or requested by the SGA.
  - e. Publicize elections, vacancies, and important issues involving the SGA.
  - f. Update SGA Pamphlet and Club Brochure.
  - g. Write press releases to the available University media.
  - h. Update the SGA bulletin boards.

### Section 4

#### Residence Life Committee

*(As per section of Amendment LX)*

##### Section A: Membership

1. Voting membership in the Residence Life Committee shall be limited to members of the Student Government Association who are also residents on campus, but are not Resident Assistants or on probation with the Residence Life Department.
2. There shall be no more than three voting members from each Residence Hall with the exception of North Tower, South Tower, Pioneer Hall and Heritage Hall, which shall have no more than four voting members each.
3. Resident Assistants and non-resident students may serve as ex-officio members of the Residence Life Committee. There shall be no more than six ex-officio members, at least one of which must be a non-resident student.

4. The Resident Student Representative to the Legislature shall serve as the Chairperson of the Residence Life Committee.
5. The Chairperson shall appoint a Secretary from the committee membership upon approval by a two-thirds [2/3] vote of the committee at the first meeting of the semester.

Section B: Powers & Duties of the Residence Life Committee

1. The Secretary of the Residence Life Committee shall:
  - a. Record and maintain the minutes of meetings and records of membership.
  - b. Submit to the SGA Vice President within 48 hours of any meeting attendance roster indicating those individuals who attended, as well as those who were absent, late, or left early without casting a proxy vote.
  - c. Act as Pro-Tempore Chairperson of the body in the absence of the Chairperson, fulfilling his/her powers and duties.
2. Meet, at least once per month, with a representative from the Residence Life Department.
3. Maintain an organized method for students to present complaints, compliments or comments about Residence Life to the committee.
4. Represent the interests of the students to the Residence Life Department in the capacity of a liaison.
5. Work for the general well being of the Resident Students.

Section 5

Academic Affairs Committee

*(As per section of Amendment IX and Amendment XIV)*

Section A: Membership

1. The Chairperson of the Academic Affairs Committee shall be the Junior Class President. The Academic Affairs Committee shall consist of all Junior Class Officers, all SGA College Representatives, and those members of the Student Government Association appointed by the Academic Affairs Committee Chair.

Section B: Powers & Duties of the Academic Affairs Committee

1. The Academic Affairs Chairperson shall:
  - a. Coordinate the efforts of the College Representative in their advocating for the academic needs of students.
  - b. Represent student concerns about academic issues on the SGA Executive Board and Legislature.
  - c. Appoint all members of the Academic Affairs Committee.
  - d. Maintain at least two [2] weekly office hours in the SGA office.
  - e. Appoint a Secretary from the committee membership upon approval by a two-thirds [2/3] vote of the committee at the first meeting of the semester.
2. The Academic Affairs Secretary shall:
  - a. Record and maintain the minutes of meetings and records of membership.
  - b. Submit to the SGA Vice President within 48 hours of any meeting attendance roster indicating those individuals who attended, as well as those who were absent, late, or left early without casting a proxy vote.
  - c. Act as Pro-Tempore Chairperson of the body in the absence of the Chairperson, fulfilling his/her powers and duties
3. The Academic Affairs Committee shall:
  - a. Receive reports from the SGA Representative to the Faculty Senate and advise him/her on actions to take relevant to student academic needs.
  - b. Receive student concerns about academic affairs and take steps to either aid the students in rectifying their situations or explaining to them the steps they can take to do so.
  - c. Work for the general academic well being of students.

Section 6

Food Committee

*(As per section of Amendment IX and Amendment XV)*

Section A: Membership

The food committee shall be chaired by the Freshman Class President. The Food Committee shall consist of all Freshman Class Officers, along with any other students appointed by the Freshman Class President.

Section B: Powers & Duties of the Food Committee

1. The Secretary of the Food Committee shall:
  - a. Record and maintain the minutes of meetings and records of membership.
  - b. Submit to the SGA Vice President within 48 hours of any meeting attendance roster indicating those individuals who attended, as well as those who were absent, late, or left early without casting a proxy vote.
  - c. Act as Pro-Tempore Chairperson of the body in the absence of the Chairperson, fulfilling his/her powers and duties
2. Field all concerns raise to or by the SGA Legislature or Executive Board with regards to food services.
3. Meet regularly with representatives from the University Administration who deal with Food Services. Receive student concerns about campus food services and take steps to either aid the students in rectifying their situations or explaining to them the steps they can take to do so.
4. Work for the general nutritional well being of students.

## Section 7

### Public Safety Committee

#### Section A: Membership

The Public Safety Committee shall be chaired by the Sophomore Class President, the Public Safety Committee being the Sophomore Class Committee. All Sophomore Class Officers will serve on the Public Safety Committee, along with any other students appointed by the Sophomore Class President. The Chairperson of the Public Safety Committee shall appoint a Secretary from the committee membership upon approval by two-thirds [2/3] vote of the committee at the first meeting of the semester.

#### Section B: Powers & Duties of the Public Safety Committee

1. The Public Safety Secretary shall:
  - a. Record and maintain the minutes of meetings and records of membership.
  - b. Submit to the SGA Vice President within 48 hours of any meeting attendance roster indicating those individuals who attended, as well as those who were absent, late, or left early without casting a proxy vote.
  - c. Act as Pro-Tempore Chairperson of the body in the absence of the Chairperson, fulfilling his/her powers and duties
2. Field all concerns raised to or by the SGA Legislature or Executive Board with regards to public safety issues.
3. Meet regularly with representatives from the Office of Public Safety, Campus Police or any other University Department relevant to public safety.
4. Receive student concerns about public safety and take steps to either aid the students in rectifying their situations or explain to them the steps they can take to do so.
5. Work for the general safety and security of students and the campus as a whole.

## Section 8

### Commuter Life Committee

(As per Amendment XIII)

#### Section A: Membership:

1. Voting membership in the Commuter Life Committee shall be limited to members of the Student Government Association who are also commuters.
2. Resident students may serve as ex-officio members of the Commuter Life committee.
3. The Commuter Student Representatives shall serve as co-chair of the Commuter Life Committee.
4. The co-chairs shall appoint a secretary from the committee membership upon approval by a two-thirds [2/3] vote of the committee at the first meeting of the semester.

#### Section B: Powers & Duties of the Commuter Life Committee:

1. The secretary of the Commuter Life Committee shall:
  - a. Record and maintain minutes of meetings and records of membership.
  - b. Submit to the SGA Vice President within 48 hours of any meeting an attendance roster indicating those individuals who attended, as well as those who were late, absent, or left early without casting a proxy vote.

- c. Act as chairperson of the body in their absence of the co-chairs, fulfilling their powers and duties.
2. Meet, at least twice per month, with representatives from the commuter Services Department.
3. Maintain an organized method for presenting student concerns about commuter life to the committee.
4. Represent the interests of the students to the Commuter Services Department in their capacity of a liaison.
5. Work for the general well-being of the commuter students.
- 6.

Section 9:

Community Outreach Committee  
(As per Amendment B)

Section A: Membership

The Community Outreach Committee shall be chaired by the Senior Class President, the Community Outreach Committee being the Senior Class Committee. All Senior Class Officers will serve on the Community Outreach Committee, along with any other students appointed by the Senior Class President. The Senior Class Secretary shall serve as Secretary of the committee.

Section B: Powers & Duties of the Community Outreach Committee

1. The Community Outreach Secretary shall:
  - a. Record and maintain the minutes of meetings and records of membership.
  - b. Submit to the SGA Vice President within 48 hours of any meeting attendance roster indicating those individuals who attended, as well as those who were absent, late, or left early without casting a proxy vote.
  - c. Act as Pro-Tempore Chairperson of the body in the absence of the Chairperson, fulfilling his/her powers and duties
2. Field all concerns raise to or by the SGA Legislature or Executive Board with regards to community outreach issues.
3. Submit a report to the President once a month at the deadline set forth by the SGA President.
4. Organize at least two events or programs in the community and/or at nearby schools. Events and programs may include the Pioneer Outreach Program (POP), the annual SGA Holiday Party, and maintenance of the SGA's adopt-a-spot.
  - a. POP will be defined as an outreach program to high schools and/or other primary or secondary learning institutions to promote the importance of education and/or community service.
  - b. The SGA Holiday Party will be defined as a holiday celebration in the winter months held for underprivileged children in the area.

By-Law 2

Club President's Committee  
(As per section of Amendment VII)

1. The Executive Vice President of the SGA shall serve as Chairperson. In the absence of the Executive Vice President, the Vice President shall chair.
2. The Chairperson shall distribute information regarding paperwork, advertising, and other club concerns at the first Club Presidents' Committee meeting of the semester. This shall serve as a guide for clubs to follow and organize events effectively and easily. (As per Amendment E)
3. The Committee must meet at least once per month and at least seven [7] times per semester.
4. Function shall be to jointly discuss club activities and keep club presidents up to date on SGA matters.
5. Chairperson is required to inform the club presidents of budgetary and legislative matters that take place in committee and the legislature.
6. Club Presidents shall elect representatives to the legislature board based on the number of fully chartered and non-suspended SGA clubs falling under the following either the classification of "Event Budgeted" or "Sports Budgeted". The Club President's Committee can elect representatives up to 10% of the total amount of fully chartered and non-suspended clubs at the time of election. (Example—If Club Presidents' has 50 fully chartered and non-suspended clubs falling under these categories, it can elect five representatives.)
7. Election of Representatives

- a. Eligibility: Individuals who are voting members of any SGA Club that is fully chartered and non-suspended that are classified as either “Event Budgeted” or “Sports Budgeted”, may be nominated to be elected to the Legislature as a Club Presidents’ Committee Representative. (*As per section of Amendment XII*)
  - b. Nominations: Nominations shall be opened at a regularly scheduled Club Presidents’ Committee meeting and run for at least two weeks prior to the holding of elections.
  - c. Election: The elections shall be held at the last meeting of the Club Presidents’ Committee prior to the conclusion of the Academic Year. The candidate(s) with the plurality of the vote shall be declared the winner(s). The new representative(s) will take office concurrently with the other SGA officers.
  - d. Special Elections: In the event that a vacancy occurs, the same requirements for eligibility, and the process of nominations and elections shall be followed, providing that the newly elected representative(s) will take office immediately.
8. Removal of Club Presidents’ Representatives due to club suspension or withdrawal of Membership.
- a. Single Club Membership: If a representative is a member of only one fully chartered and non-suspended club of the SGA, then in the event that an elected Club Presidents’ Representative’s affiliation should be compromised due to suspension of their respective club or their membership ceases in said club, said Club Presidents’ Representative shall be removed.
  - b. Multiple Club Membership: If a representative ceases to be a member of one fully chartered and non-suspended club, but has additional memberships in other fully chartered and non-suspended SGA clubs, a Club Presidents’ Representative shall be permitted to retain their office.
  - c. In reaction to the suspension of a club or the cessation of membership, a Club Presidents’ Representative cannot retain their SGA position by joining another club that is fully chartered and non-suspended of SGA.
9. “Annually Budgeted” and “Independently Budgeted” organizations do not count towards Club Presidents’ Committee representation and shall continue to observe VII §A-2(c). (*As per section of Amendment XII*).

By Law 3

Stipend Review Board

(*As per sections of Amendments V, VII & XI*)

#### Section A: Membership

1. The membership of the Stipend Review Board shall consist of the following members:
  - a. Voting Members
    - i. Legislative Representatives (2)
    - ii. SGA Advisor
    - iii. Associate Vice President for Campus Life
    - iv. SGA President (only in the event of a tie)
  - b. Non-Voting Members
    - i. Chairperson, Court of Judicial Review (Chair, Stipend Review Board)
    - ii. SGA Secretary (Recording Secretary)
2. The Legislative Representatives positions shall be open to any member of the Legislature who does not sit on the Executive Board, and desires to serve on the Stipend Review Board.
  - a. These representatives shall be selected no later than the sixth Legislative meeting of the Semester.
  - b. Representatives shall be selected at random
3. Quorum, for meetings, shall consist of at least two-thirds [2/3] of the voting members.

#### Section B: Powers & Duties of the Stipend Review Board

1. Review and vote on all applications for SGA Stipends, no later than one week prior to final Legislative meeting of the Semester, based upon the criteria listed in §IX:B-1.
2. Revise the Stipend Review Application, as necessary.
3. Make recommendations to the Court of Judicial Review in regards to policy changes.

#### Section C: Required Submittal of Pertinent Documents

1. All applications for Stipend shall be submitted to the SGA Secretary no later than the close of business on the day of the sixth Legislative meeting of the semester.
  2. The following documents shall be submitted to the SGA Secretary no later than 48 hours prior to the stated meeting:
-

- a. Full standing committee attendance reports and rosters from every standing committee chairperson.
  - b. Full legislator and executive board attendance records from the SGA Vice President.
  - c. Full CJR attendance from the CJR Chair or the CJR Secretary.
  - d. Full office hour completion records from the SGA Vice President.
  - e. Full attendance records, including documentation of any excused absences, of the SGA Retreat from the Executive Vice President of the SGA.
  - f. Other documents may be requested by the board or its chair and must be provided.
3. The Chair reserves the right to report any failures to provide any of the documentation referred to in Parts 1 or 2 of this Section. Individual's failure to provide documentation by the deadline may be grounds for the Board to dismiss their stipend application.

Section D: Appeals of Stipend Review Board Decisions:

1. If a negative decision is returned to an individual seeking an SGA Stipend, they shall have five business days from the date of the release of the decision, to issue and appeal.
2. Appeal hearings will only be granted if new evidence, previously unavailable to the Stipend Review Board at the time of deliberation, becomes available.
3. All appeals shall be heard by a body consisting of the following four individuals:
  - a. Voting Members
    - i. Assistant Vice President for Campus Life (Chair)
    - ii. Two other full-time faculty or staff members as designated by the Assistant Vice President for Campus Life
  - b. Non-Voting Member
    - i. Chair, Stipend Review Board
4. All decisions of the appeals body shall be determined no later than 24 hours after the hearing, and all decisions shall be final.

By-Law 4  
Elections

All SGA elections shall be governed by the SGA Election Guidelines. They are the rules and regulations of the SGA.

By-Law 5  
Finances

The Financial Guidelines are the financial rules and regulations of the SGA. Violation of the Financial Guidelines is equivalent to violation of the SGA Constitution.

By-Law 6  
Chartering Organizations

Section A: Requirements for Chartering

The process for becoming a chartered organization of the Student Government Association requires:

1. The interests and efforts of at least fifteen persons are needed to form a new organization.
2. Successfully complete the chartering questionnaire.
3. The preparation by the organization of a constitution and by-laws to be submitted to the Court of Judicial Review.
4. All constitutions should be submitted two weeks before a regularly scheduled Court of Judicial Review for review.
5. After two-thirds majority [2/3] approval by the Court of Judicial Review and the SGA Executive Board of the Constitution and By-Laws, a two-thirds majority [2/3] vote of the Legislature will constitute activation of the club.
6. Deposit a copy of the constitution, by-laws, an official list of members, and a completed advisor sheet for the organization with the Office of Campus Activities and Student Leadership, the SGA Executive Vice President and the Court of Judicial Review Chairperson.
7. The Court of Judicial Review will not approve any constitution of a new club in which its purpose is similar or the same to an already existing SGA club or organization. Any organization that is denied a charter by the CJR may request an appeal to the SGA Executive Board within five (5) business days.

Section B: Rights and Responsibilities of Chartered Organizations

1. Chartered campus organizations must comply with the SGA Constitution, By-Laws, Financial Guidelines and any SGA policies.
2. Chartered campus organizations shall enjoy the privilege and services extended by the SGA and the University.
3. The president of the chartered campus organization [or his/her designee] must attend the scheduled Club Presidents' Meeting held by the SGA Executive Vice President. Designees must be either an Executive Board officer or a voting member of the club. The designee must inform that he/she will be the representative to the Executive Vice President at least twenty-four [24] hours before the meeting. (As per Amendment D)
4. All club officers must fulfill their duties as outlined in their respective organization constitution.
5. The SGA Constitution is the supreme document and overrides any club or organizations constitution.
6. The SGA Executive Vice President shall have the ability to draft the Club President's Semester Report (As per Amendment XXI)
7. All clubs must submit a Club President's Semester Report to the SGA Executive Vice President at the last scheduled Club President's Meeting of each semester. (as per Amendment XXI)

Section C: Sanctions, Suspension and Deactivation of Charters (*As per section of Amendment VIII*)

1. Sanctions
  - a. Sanction is defined as a temporary loss of financial privileges imposed by the SGA Executive Vice President for a specific violation.
  - b. Sanctions may occur due to the following violations:
    - i. A club has had two consecutive or three cumulative absences per semester from Club Presidents' meetings.
    - ii. A club has not submitted a roster with a minimum of 15 members and an Advisor(s) each semester.
    - iii. A club has not submitted Club President's Semester Report from the Semester immediately preceding (as per Amendment XXI)
  - c. The timeframe for each sanction shall be as follows:
    - i. If a club has had two consecutive or three cumulative absences per semester from Club Presidents' meetings, then the sanction will be lifted once the club or organization has attended consecutively, two Club Presidents' meetings immediately following the sanction.
    - ii. If a club has not submitted a roster with a minimum of 15 members and an Advisor(s) for the semester prior to the pre-determined deadline, then the club shall be sanctioned until a copy of the roster has been submitted. From the date of the sanction, a club shall have fifteen (15) business days to submit a copy of their roster before the club will be referred for suspension.
    - iii. If a club has not submitted their Club President's Semester Report from the previous or current semester, then a club shall have fifteen business days from the date of the sanction to submit a copy of the Club President's Semester Report before the club will be referred for suspension. (as per Amendment XXI).
2. Suspension
  - a. Suspension is defined as a temporary loss of club privileges.
  - b. The Executive Vice President or the Chair of the Court of Judicial Review may suspend a club only on a temporary basis until the next meeting of the Court of Judicial Review, where a hearing will occur for final determination.
  - c. When a club has been issued a suspension, the Executive Officers and the Advisor of said club shall be notified by the Chair of the Court of Judicial Review.
  - d. Suspensions may occur due to the following:
    - i. A sanction has not been resolved in the appropriate time frame, or
    - ii. A club has violated their respective Constitution or By-Laws, or the SGA Constitution, By-Laws or any related documents.
  - e. A simple majority vote of the CJR would be needed to formally suspend a club, with a subsequent vote necessary to determine the discipline accompanying the decision.
  - f. Suspensions will include:
    - i. Space privileges supervised by campus activities

- ii. Loss of funding
  - iii. Cancellation of all on-campus or off-campus events
  - iv. Cancellation of all fundraising activities
  - g. A formal suspension must include a timeline
  - h. Suspended groups will require a re-evaluation by the CJR in order to remove the suspension(s). if the violations continue or new violations occur, the CJR may continue the suspension or seek deactivation.
3. Deactivation
- a. Deactivation is defined as an adverse action taken against a club or organization that: (1) had (a) violation(s), which led to their initial suspension, or (2) has had a series of suspensions.
  - b. The Deactivation process is as follows:
    - i. Previously suspended group will be summoned to the Court of Judicial Review in compliance with prescribed hearing procedures.
    - ii. The results and recommendations of said hearing will be presented to the SGA Executive Board and Legislature.
    - iii. The Court of Judicial Review will require a two-thirds [2/3] vote members present to deactivate a club or organization.
  - c. When a club has been deactivated, the Executive Officers and the Advisor of said club shall be notified by the Chair of the Court of Judicial Review.
  - d. All activities and privileges of a deactivated club are lost.
  - e. Deactivated clubs may seek re-activation after 24 fall or spring school weeks. The re-activation process is to be identical to the new club chartering process.
  - f. Recurring de-activation problems may cause a cancellation to a charter as prescribed in Section D.

Section D: Cancellation and Relinquishing of Charter  
(As per section of Amendment VIII)

- 1. Cancelling a charter may occur if:
  - a. The organization fails to fulfill their constitutional objectives/purpose.
  - b. The organization violates its own Constitution and/or By-Laws.
  - c. The organization violates the SGA Constitution and/or By-Laws.
- 2. Cancellation of a charter by action of the SGA Legislature shall require the following:
  - a. The filing of charges in the Court of Judicial Review by a member of the Court of Judicial Review.
  - b. Presentation of charges to the organization by the Court of Judicial Review governed by hearing procedures established by the Court of Judicial Review at its next regular meeting following the original date of filing of charges to the Court of Judicial Review.
  - c. The Court of Judicial Review shall hold a hearing at its next meeting after official notification and the results and recommendations of said hearing will be announces within forty-eight hours after the conclusion of the hearing, and presented to the Club, Executive Board, and Legislature.
  - d. When a club has had a recommendation made to have its charter cancelled, the Executive Officers and the Advisor of the Club shall be notified by the Chairperson of the Court of Judicial Review.
  - e. The SGA Legislature shall act upon the recommendation of the Court of Judicial Review. Only an affirmative vote of two thirds of the Legislature members present is needed to cancel a charter. The chartered group shall be given the opportunity to share any additional information prior to the vote.
  - f. Notice of the cancellation or relinquishing of a charter must be documented by the SGA President and sent to the president of the organization. This signed notice must be attached to the copy of the organization's charter and filed in the office of the Court of Judicial Review Chair.
- 3. Charters may voluntarily be relinquished by a vote of two-thirds of the members of that chartered organization. Notice of relinquishment of a charter must be documented within the organization and filed with the SGA President and CJR Chairperson.

Section E: Advisor to Chartered Organizations

- 1. Advisors to SGA Chartered organizations must be members of the faculty or full time staff of William Paterson University.
- 2. Agree to abide by all SGA policies, procedures, and guidelines.



By-Law 7  
Conduct

*(As per Article of Amendment IX and Amendment XIII)*

Section A: Applicability

1. This By-Law is applicable to all bodies of the SGA, including the: Legislature, Executive Board, Class Meetings, CJR, and all standing committees' members who are Legislators.

Section B: Infractions

1. Attendance

- a. The Attendance Policy will apply to each body a SGA member is a part thereof. Per body, an individual may have up to two consecutive absences or three cumulative absences over the course of one semester. After such time as a fourth consecutive or fifth cumulative absence has been attained, said member will be removed from the body they have been continually absent from by the Chair.

- b. There shall be no "excused" or "unexcused" absences.

2. Lateness

- a. After a meeting has been called to order, anyone who is not present when their name has been called for Roll Call, but arrives after ten (10) minutes from when the meeting has been called to order, shall be considered "Late". Anyone who is late will be charged one half of an absence for their tardiness.

- b. There shall be no "excused" or "unexcused" lateness.

3. Early Departure

- a. Anyone who leaves a meeting, without casting a proxy vote, before the chair of the body has adjourned said meeting shall be charged one-half of an absence for leaving early.

- b. All SGA members have two proxy votes per semester per committee in the event of an early departure. After exceeding two proxy votes, every proxy thereafter will be one absence. Exception is made for meetings that exceed standard meeting hours.

- c. There shall be no "excused" or "unexcused" early departures.

4. Office Hour(s)

- a. Should an SGA member have office hour requirements that are not fulfilled, after three cumulative weeks of unfulfilled office hour duties, said person shall be reported to the SGA President by the SGA Vice President for removal. The SGA President will inform the individual and the Legislature of the removal.

5. Conduct Unbecoming

- a. Conduct unbecoming, in a meeting, shall be a three strike policy. Conduct unbecoming may be defined as, but not limited to, speaking out of turn, disrupting the process of a meeting, or any measure of disrespect towards fellow SGA members, advisors, or WPUNJ faculty.

- b. Should an SGA member behave in a manner that is consistent with conduct unbecoming, the following action will be taken against said person by the Chair of the body.

- i. A warning will be issued upon the first infraction.

- ii. Said person will be asked to leave the table and remain silent for the duration of the meeting.

- iii. Said person, upon further unbecoming conduct at said meeting, will be told to leave, and upon request of the Chair, the matter may be referred to the Court of Judicial Review for a removal hearing.

1. If said behavior occurs at a CJR meeting, the matter will be referred to the Executive Board.
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## Schedule of Amendments

Amendment I: "Class Officer Succession"

Drafted by: Jim Schofield

Passed Legislature for 2<sup>nd</sup> Time on: November 11, 2002

Enacted on: November 11, 2002

Amendment II: "Duties and Compensation of Court of Judicial Review Chairperson"

Drafted by: Jim Schofield

Passed Legislature for 2<sup>nd</sup> Time on: December 10, 2002

Enacted on: December 10, 2002

Amendment III: "Executive Board Composition"

Drafted by: Jim Schofield

Passed Legislature for 2<sup>nd</sup> Time on: December 10, 2002

Enacted on: December 10, 2002

Amendment IV: "Conduct Points" Drafted by: Corey Schor and Olivia Amanfor

Passed Legislature for 2<sup>nd</sup> Time in: Spring 2004

Enacted in: Spring 2004

Amendment V: "Stipend Review Board"

Drafted by: Anna Gomah

Passed Legislature for 2<sup>nd</sup> Time on: October 26, 2004

Enacted on: October 26, 2004

Amendment VI: "Court of Judicial Review"

Drafted by: Frank M. Williams

Passed Legislature for 2<sup>nd</sup> Time on: October 25, 2005

Enacted on: October 25, 2005

Amendment VII: "Club Presidents' Committee"

Drafted by: Frank M. Williams

Passed Legislature for 2<sup>nd</sup> Time on: March 7, 2006

Enacted on: March 7, 2006

Amendment VIII: "Club Chartering"

Drafted by: Paulaska Ramirez

Passed Legislature 2<sup>nd</sup> Time on: April 4, 2006

Enacted on: June 1, 2006

Amendment IX: "Conduct"

Drafted by: Justin Waldman and Eric Dziadzio

Passed Legislature 2<sup>nd</sup> Time on: April 4, 2006

Enacted on: June 1, 2006

Amendment X: "Student Lecture Series" – removed

Drafted by: Ida Cannon

Passed Legislature 2<sup>nd</sup> Time on: May 2, 2006

Enacted on: June 1, 2006

Amendment XI: "Stipend Review Board"

Drafted by: Frank M. Williams

Passed Legislature 2<sup>nd</sup> Time on: May 2, 2006

Enacted on: June 1, 2006

Amendment XII: "Club Classification"

Drafted by: Frank M. Williams

Passed Legislature 2<sup>nd</sup> Time on: May 2, 2006

Enacted on: June 1, 2006

Amendment XIII- commuter life committee

Amendment XIV- vacancies

Amendments XV – Elections Chair, UCAB, remove access points

Amendment XVI- removal of Academic Affairs Chairperson from Executive Board, office hours, grammar

Amendment XVII- Remove Code of Conduct Committee

Amendment XVIII- Student I.D., removals, Resident Chair responsibility

Amendment XIX- SKIPPED IN NUMBERING SEQUENCE

Amendment XX- removal of Lecture Series

Amendment XXI- Club President's Semester Report; Drafted by: Jess Pepe

Amendment XXII- Failed – community service

Amendment XXIII- Resident life representatives and description; Drafted by: Chris Weiss

Amendment XXIV- failed - proxy information

Amendment A – removal of NJHECS

Amendment B – Addition of By-Law 1, Section 9; Drafted by: Jess Pepe

Amendment C- Addition to By-Law 1, Section 3, and responsibility to PR; Drafted by: Jess Pepe

Amendment D- By Law 6, Section B, 3 Club Presidents Rep; Drafted by: Jess Pepe

Amendment E- By-Law 6- Club Presidents, EVP Responsibility; Drafted by: Jess Pepe

Amendment F- Addition to Article VIII, Section B, P – addition to CJR responsibility; Drafted by: Jess Pepe

Amendment G- Addition to Legislator responsibility: F and G- addition to Leg responsibility; Drafted by: Jess Pepe

Amendment H – Article VII, Section C, Add #7; Drafted by: Nick DePue